FORMAL NOTICE of DISHONORED INSTRUMENT

TO: (employer)	Name		-
	Business		-
	Address		-
	City/State/Zip		_
FROM:	Name		
	Address		
	City/State/Zip		_
You ar	e hereby notified that you	r check, draft, or order pay	able to me,
CHECK NUMBER_	, DATED	FOR THE AMOUN	NT OF \$,
drawn on	your account at (name of em	nployer's financial institution)_	,
	has	been dishonored.	
cash, money held liable Cl	y order, or other negotia in a civil action for THI HECK BUT NOT LESS	nat unless the full amount able instrument WITHIN REE TIMES THE FACE THAN ONE HUNDRED le attorney fees under C.I	15 DAYS, you may be AMOUNT OF THE DOLLARS
THE TOTAL AMO	OUNT DUE IS: \$		_
(your signature))		(date)

13-21-109(3) provides the following guidance for using this document: Notice that a check, draft, or order has not been paid upon presentment shall be in writing and given in person and receipted for, or by personal service, or by depositing the notice by certified mail, return receipt requested and postage prepaid, or by regular mail supported by an affidavit of mailing sworn and retained by the sender, in the United States mail and addressed to the recipient's most recent address known to the sender.